



Agenda #

Park Commission

# City of Hemet

## Park Use / Reservation Request

### APPLICANT INFORMATION

Applicant is responsible for reading and following all City of Hemet park rules and requirements.

Name: (Print) \_\_\_\_\_

Private Party ☐Organization ☐

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Phone: \_\_\_\_\_

Zip: \_\_\_\_\_

### FACILITY INFORMATION

Park and Gazebo / Area Requested

<input type="checkbox"/> Brubaker	<input type="checkbox"/> #1
<input type="checkbox"/> Cawston Community	<input type="checkbox"/> #2
<input type="checkbox"/> Gibbel	<input type="checkbox"/> #3
<input type="checkbox"/> Mary Henley	<input type="checkbox"/> #4
<input type="checkbox"/> Oltman Park	<input type="checkbox"/> #5
<input type="checkbox"/> Simpson	<input type="checkbox"/> Softball Field (Gibbel)
<input type="checkbox"/> Stoney Mountain	<input type="checkbox"/> Horseshoe Area
<input type="checkbox"/> Weston	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	

### This Section for City Use Only

Received By \_\_\_\_\_

Date \_\_\_\_\_

Time: \_\_\_\_\_

Approved By \_\_\_\_\_

Additional Stipulations for Approval: \_\_\_\_\_

### EVENT INFORMATION

**CLEARLY mark (X) all that may apply to your event**

<input type="checkbox"/> Jumper / Bouncer (Use Authorized Vendors only)
<input type="checkbox"/> Live Band / Use of a PA System
<input type="checkbox"/> Canopies / Tents / Tables / Use of a Stage
<input type="checkbox"/> Food Distribution to public (County Permit required)
<input type="checkbox"/> Vendors / Game Booths
<input type="checkbox"/> Barbeque (personal)
<input type="checkbox"/> Other: _____

### TYPE OF EVENT:

(ex: birthday, picnic)

### EVENT DATE:

For Multiple Dates See Back of Form

### EVENT TIME:

From: \_\_\_\_\_ am/pm

To: \_\_\_\_\_ am/pm

### \*Number of attendees:

\*Applicant may be required to provide additional portable restroom facilities,, liability insurance, refuse removal, security or additional special permits for use during their event.

### Special Needs (Require coordination w/City Staff)

<input type="checkbox"/> Use of Water
<input type="checkbox"/> Use of Electricity - not available at all sites. Generators must be provided by applicant for use with Jumper / Bouncers.

**By signing below I acknowledge that I have read and understand all information provided on the front and back of this form.**

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE CLEAN UP AFTER YOUR EVENT -- YOUR COURTESY IS APPRECIATED BY ALL PARK USERS

Contact Numbers: Public Works (951)765-3712 (Weekdays) &amp; Code Enforcement (951)765-2339 (Sat. &amp; Sun.)

### Multiple date request

Date _____	Time: _____	Date _____	Time: _____
Date _____	Time: _____	Date _____	Time: _____
Date _____	Time: _____	Date _____	Time: _____
Date _____	Time: _____	Date _____	Time: _____

Additional information about event:

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## City of Hemet Standard Rules for Park Use

- \* City parks close daily at DUSK.
- \* No motorized vehicle is permitted to enter the grass area of the park.
- \* Portable restrooms (if applicable to event) are only allowed to be placed on the sidewalks around the perimeter of the park.
- \* Alcoholic beverages are prohibited.
- \* Jumper and/or tent spikes are not to be more than 6" into the ground. **No water jumpers allowed.**
- \* Dogs shall not be allowed in any park with the exception of dog park facilities specifically designed and designated as such. Service dogs used by a handicapped person are allowed in all parks, provided that the dog is at all times kept under control.
- \* Fires for purposes other than cooking are strictly prohibited. Cooking fires are limited to park barbeques, personal barbeques, and portable stoves. Coals must be extinguished before disposing of them in designated receptacles.

For more information on City of Hemet Parks, see City of Hemet Municipal Code, Chapter 50.

### Park Use Request Approval

*Each park use request is evaluated by staff and those that meet certain criteria may be approved administratively. However, your request for use of a City of Hemet park facility may be referred to the Park Commission for approval. The Park Commission typically meets at 4:00pm on the last Monday of each month in the City Council Chambers at 450 E. Latham Ave. You are invited to attend the above meeting to explain your request to the Commission. If approved, a copy of this permit indicating approval will be provided to you.*

**Submitting your application for use no less than 45 days in advance of your event is highly recommended. Requests must be made no less than 5 days prior to your event.**

### On the day of your event

--Your reservation is not indefinite. If your requested reservation area is not occupied by a member of your party within one (1) hour after your requested reservation start time, your reservation may be considered void, and may be given to an unreserved party. Placing unattended items in an area does not constitute occupying that area.

--All equipment (rented or personal) must be removed immediately following your event.

--As a courtesy to others, please clean up after your event. Waste receptacles can be found throughout each of our parks.

### Useful City of Hemet Phone Numbers

Park Commission	951-765-3710
Parks Department	951-765-3712
Refuse Collection	800-755-8112
Police Department	951-765-2400
Emergency	911

### Other Useful Numbers

Riv. Co. Dept. of Environmental Health	
(Food Permits)	951-766-2824
Animal Control	951-765-2424